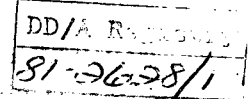


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Central Intelligence Agency

Washington, D.C. 20505



81-9502/1

25 DEC 1981

MEMORANDUM FOR: Craig L. Fuller  
Director, Office of Cabinet Administration  
The White House

SUBJECT: Travel by Government Officials, Including  
Foreign Travel [redacted]

REFERENCE: President's Memo to Executive Departments and  
Agencies, dtd 16 Dec 81, same Subject

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1. Attached herewith is a draft of an Agency notice which will be disseminated in the near future addressing our efforts to reduce excessive travel. You will note that, among a number of cost saving features, the notice reemphasizes the scrutiny required in approving official travel within the Agency and it also responds to the concerns outlined in the second paragraph of reference memorandum. [redacted]

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2. The approval and documentation of Agency travel are not only contained in standard travel orders, but the purpose of trips also must be included in messages to the Agency installations being visited, either foreign or domestic. Travel cannot commence until the chief of the facility provides his concurrence. [redacted]

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3. In addition to the above actions, we are pursuing the following travel reduction measures:

a. Examine the further use of commuted rate travel procedures. This cost effective system, which does not require itemized accounting, is currently being used for PCS travel abroad; we are looking into the feasibility of extending the system to include domestic PCS and domestic/foreign TDY travel.

b. Pursue the installation of a computer-assisted airline reservation and ticketing capability which will enhance the Agency's ability to take advantage of all

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c. Look into the feasibility of using commercial travel agency services to realize additional discounts and the adoption of a reduced per diem rate schedule which is lower than actual subsistence rate systems.



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W. J. Casey

William J. Casey  
Director of Central Intelligence

Attachment

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